



Film & Photography Permit Information

Sierra Gold Sector
California State Parks
530-272-0124
Michele.Green@parks.ca.gov

Dear Photographer,

We are pleased that you have chosen California State Parks (henceforth Parks) as a location (Park) for your photographic activities. The Department of Parks and Recreation strives to work cooperatively with businesses; which includes allowing responsible use of the State Park System units by commercial, still, and motion picture photographers. California State Parks require an approved film permit for all commercial still photography, professional photographers offering services, student photo/film or professional development projects on State Park property (*Title 14, California Code of Regulations 4316 and 4331).

Starting January 1, 2019, all commercial photographers, photo/film students, professional photographers offering services or professional development projects, must have an approved film permit for photographic activities at Empire Mine State Historic Park, South Yuba River State Park, or Malakoff Diggins State Historic Park.

Parks charge reimbursement fees in order to accommodate photography and filming, recover all direct and associated costs, and to offset personnel costs. These fees are collected and returned to State Parks by the California Film Commission. Special circumstances in individual Park units will require some additional restrictions aimed at the protection of resources and sites unique to those units.

The California Film Commission (henceforward CFC) website, www.film.ca.gov has a State Park permit tab that contains information about filming and photography, including insurance coverage, FAQ's, basic Parks fees and the on-line film permit system.

Please contact the Special Event Coordinator, Ranger Michele Green at 530-272-0124 or Michele.Green@parks.ca.gov or Park Aide Terry Gollub 530-273-8522 or Terry.Gollub@parks.ca.gov to discuss details of your photo shoot and answer questions. You will be referred to the CFC (www.film.ca.gov) to complete your permit, pay fees and supply insurance.

Thank you for your cooperation and we look forward to working with you,

Empire Mine State Park
Ranger Michele Green
530-272-0124
Michele.Green@parks.ca.gov

California Film Commission
Eric Klosterman
323-817-4105
eklosterman@parks.ca.gov

- Attachments
- See attached Code Sections



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DPR 245A

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Permit Overview

1. Permit:

State Parks special event staff receives a phone call or email from a photographer. Information is collected and questions answered. Staff will make a determination as to whether a film permit is needed and if so make a referral to the CFC. Parks refers caller to begin on-line permit with the CFC (www.film.ca.gov). A **DPR 245A** – Motion Picture Activity Information Form is to be completed for all photographic activity. Please allow the CFC and State Parks a **minimum of 7-10 business days** to process applications and to complete the permit. The CFC does not issue retroactive permits **no exceptions**. Vehicle license plate numbers and a copy of DMV registration will also be collect as part of the permit.

**Permits are valid for the Park selected on initial issuance, non-transferable between Park units.*

2. Hours and Blackout Dates:

To prevent conflicts with other Park activities, special events and weddings, a list of blackout dates and time schedules are included. Park hours are to be strictly adhered to;

Park Hours: Parks often have seasonal hours, and select areas of the Park may have restricted hours of operation. Check with the respective Park regarding their hours of operation.

Blackout dates:

Special Events including, but not limited to: Mother's Day, Memorial Day, 4th of July, Humbug Day MDSP, Miner's Picnic EMSP, Labor Day, Fall Festival at SYR, Holiday Open House EMSP (Fri & Sat after Thanksgiving). Call the Park for updates prior to arrival.

3. Insurance:

Required to be on file with the CFC whenever State Property is used for a film or photo shoots. The CFC will work with you to collect this insurance and any related information.

4. Permit Fees:

Permit fees are collected by the CFC. Permit restrictions apply, see terms and conditions*.

Note: Admission fees are not included in film permit. All entry fees and/or parking fees must be paid separately and upon entry to Park unit.

*Depending on the location and the size and scope details of a project, some film/photo activities may require a State Park monitor assignment at \$79.00 per hour (2 hour minimum). Contact the Park for details. No interior access to buildings is granted for commercial or student photography



Permit Overview Cont.

Simple Productions (Still or Motion):

Note: Onsite parking/entrance fee not included in permit fee. Fees are per park unit.

- **\$65.00** for a single day permit, simple shoot only
- **\$100.00** for permit valid six months from date of purchase, simple shoots only
- **\$200.00** for permit valid for one calendar year (Jan 1 to Dec 31), simple shoots only

Requirements to be considered a Simple Production for purposes of permit:

- Maximum of 14 personnel including cast/crew/extras/vendors/clients.
- Using only hand held equipment and props such as camera, tripod, and reflectors.
 - Hand held being defined as something that one average person can pick up and carry. (A folding camp or beach chair is a hand held prop, a Lazy Boy recliner is not.)
- Arrive and depart within regular Park hours.

Complex Productions (Still or Motion):

Note: Onsite parking/entrance fee not included in permit fee.

- **\$200.00** for a single day, complex shoot, subject to availability and restrictions
- **\$79.00/hour** per monitor required (two hour minimum)
 - Monitors are portal to portal (generally adding one hour of time).
- **.51/mile** for monitor travel portal to portal

Productions including any of the following elements are considered a Complex Production for the purposes of a permit, and one or more state monitors are required:

- 15 or more total people, including cast/crew/extras/clients/vendors
- Large props or equipment; reflectors
- Prop/replica weapons
- Generators
- Animals
- Special effects
- Pyrotechnics
- Moving picture cars or static picture cars in/about the public roadway excluding the parking lots
- Filming on or alongside a Park road open to the public
- Aquatic activities (wading, swimming, kayaking, surfing, use of watercraft, etc)
- Arriving or departing before or after normal operating hours
- Night filming
- Filming in an environmentally or historically sensitive area
- Filming in a State Historic Park
- Filming in a State Preserve
- Driving vehicles on Park service roads not open to public cars
- Filming in high fire hazard areas



Terms and Conditions

1. **Film Permit:**

Film permit must be with you at all times when entry is made into Park units where permit is issued and to present to a Park Aide or Ranger when requested. Permittee is to make contact with entrance station Park Aide and must show the Park staff a copy of their permit prior to photography activity. A copy may also be displayed in your vehicle. Please contact us for any proposed changes to your permit or if you have any problems or questions.

2. **Parking and Day Use Fees:**

Day use and/or parking fees must be paid for each individual including photographer in each Park unit at time of entry. These fees are collected at the Park unit, not by CFC.

Historian, Annual and other Park passes are not for commercial use. Passes are not valid for resale or commercial use, industrial or business operations, including but not limited to, fleet use or pooling. Pass shall not be assigned for profit and is void if misused.

3. **Sessions Limit:**

A maximum of 3 (three) photo sessions per Park per day. Photo session for the purposes of this permit is defined as (including mini-photo session) time with a professional photographer for the purpose shooting photos for the following occasions including but not limited to:

- Portrait: Maternity, Baby and Newborn, Senior or Graduation, Family
- Occasion: Quinceañera, Prom, Engagement, Wedding, Non-Profit, Corporate or Business

4. **Hours:**

Photography will take place during normal business hours that the Park is open to the public. All photographers MUST ENTER within normal hours of Park operation. Photographers must be in one hour prior to Park closing. Persons wishing to photograph individuals or groups will not be allowed admittance if coming in after these times. All photographers and clients MUST EXIT the Park by closing time.

Citations may be issued for failure to vacate Park at specified time.

5. **Prohibitions and Restrictions:**

All Park rules and regulations are enforced. Please contact the respective Park regarding restrictions. No access to the inside of buildings is granted. Food and beverages are not prohibited in select parks.

Blackout dates: Special Events including, but not limited to: Mother's Day, Memorial Day, 4th of July, Humbug Day MDSP, Miner's Picnic EMSP, Labor Day, Fall Festival at SYR, Holiday Open House EMSP (Fri & Sat after Thanksgiving). Call the Park for updates prior to arrival

6. **Aerial Photography:** Unmanned Aerial Systems (UAS) or Drones are not authorized for use at any of the above named Park units and are strictly prohibited.



Terms and Conditions cont.

7. Respecting Visitor Enjoyment:

No area is specifically reserved for your activities. Park is open to public.

There must be no interference with other Park visitor's use and enjoyment of the Park. Photographic activities in the State Park System shall not result in substantial or permanent alteration of landscape, damage or danger to wildlife, plant life, cultural resources or other resources, or unduly restrict use or access by the public.

8. Cars:

Vehicle license plate numbers and a copy of DMV registration will also be collected as part of the permit.

9. Prop Restrictions:

Only small, hand held props are allowed such as picture frames, toy wagons, tripod, reflectors, camera, etc. Hand held being defined as something that one average person can pick up and carry. Professional props and/or sets, actors, professional models, clothing changes, or specialized or large motorized equipment are not allowed except with a complex shoot permit from the CFC. See complex shoot details attached.

10. Business Transactions:

The permitted photographer shall not transact business on property managed or owned by the California department of Parks and Recreation (State Parks). Transacting business shall include, but not limited to: receiving or changing money or compensation by barter, cash, credit card, check or other financial instrument, entering into any contracts or rental agreements, or soliciting any signatures, waivers, or hold harmless agreements from business customers.

11. Advertising:

The permitted photographer shall display no signs, banners, or other advertisement for the purpose of soliciting business on property owned or managed by State Parks. Logos and signs painted on or attached to vehicle bodies are permissible, provided that they are permanently affixed to said vehicle and when in place do not prevent legal operation of said vehicle in compliance with applicable laws, rules, regulations and codes. The Permittee shall not distribute any brochures, flyers, or other promotional literature on property owned and managed by State Parks.

12. Representation: The Permittee shall make no representation to the public that said Permittee is authorized to transact business on State property by virtue of this Permit. This Permit authorizes use on property owned and managed by State Parks for commercial still photography purposes only and does not convey any rights or privileges to engage in business transactions on said property.



Terms and Conditions cont.

13. Exclusivity:

The Permittee shall have no exclusive rights or privileges to use State Parks owned or managed property, including any parking spaces, staging areas, trail areas, picnic areas, water areas, areas around Cottage, Garden, or Clubhouse or other areas in historic zone. Furthermore, the Permittee shall have no exclusive rights or privileges to conduct given commercial still photography activities on State Parks owned or managed areas by virtue of this Permit.

14. Termination:

This Permit shall terminate at the end of the permit period for which it is issued, or at any time on written notice from State Parks to the Permittee in the event the Permittee violates any of the provisions hereof. In the event of termination for violation of the Permit, the Permittee shall forfeit any permit fees, and may be denied issuance of future Permits are at the discretion of State Parks. Granting and/or termination of the Permit by State Parks is a proprietary decision of State Parks in its management of public lands and real property interests.



Definition of Commercial Filming Projects

Photography within State Parks subject to permitting requirements fits into five of seven categories, five of which are defined as commercial. Permits for these five categories are issued by the CFC following submission of **DPR 245A** and approval by the Park district where filming is to take place.

Five Categories Requiring Permits are:

1. **Documentary Photography:**

Whether still, motion picture or video, documentary filming may be permitted through the use of the same forms and procedures used for commercial photography. Permit requirements for documentary photography may be waived at the discretion of the District Superintendent or his/her designated representative. An example of a situation justifying waiver is a film project done in conjunction with the Department or in which the Department realizes a direct marketing or other benefit. Insurance requirements must be met even when permit requirements are waived.

2. **Public Service Announcements:**

Permit requirements for the filming of television public service announcements on behalf of nonprofit organizations or other governmental agencies may be waived by the District Superintendent or his/her designated representative. Insurance requirements must be met even when permit requirements are waived.

3. **Student Photography:**

Individual or group student photography is conducted for the purpose of educating or providing supervised experience to persons learning photography methods. Student photography may be permitted through the same forms and procedures used for commercial still motion picture or video photography. As with documentary photography, permit requirements for student photography may be waived by the District Superintendent or his/her designated representative. Insurance requirements must be met even when permit requirements are waived. Since individual students may find it difficult to obtain required insurance, it is recommended that the permit be issued to the school and the student. A letter certifying that the individual is a student of the school providing the insurance, and that the film is being done as part of the curriculum, is required.

4. **Commercial Still Photography:**

This category covers photography for sale or profit aside from filming for motion pictures or television. Such photography may be permitted after appropriate application and required insurance. Commercial still photography permits are handled in the same manner as commercial motion picture, video and television photography.

5. **Commercial Motion Picture, Video, and Television Photography:**

This category covers all photography for sale or profit utilizing motion pictures, videotape, or other imaging media, including theatrical motion pictures, shorts, television programs, commercials, etc. It may be permitted after appropriate application and securing required insurance.



Pertinent Code Sections

Title 14, California Code of Regulations 4316

Except where authorized by the Department, no person shall photograph, video tape or film for commercial (profit or sale) purposes in any unit, or portion thereof, owned, operated or administered by the Department of Parks and Recreation without a permit from the California Film Commission, pursuant to Government Code 14998.8

Title 14, California Code of Regulations 4331

No person shall solicit, sell, hawk, or peddle any goods, wares, merchandise, services, liquids, or edibles for human consumption or distribute circulars in any unit, except as permitted by the Department. Such prohibition shall include sales activities that utilize Park property or facilities to complete the terms of sale or provide a service as a result of the sale or that effect Park operations, facility use or visitor safety. Also included are sales activities which encroach on the sales rights of a vendor authorized to sell such products, or services pursuant to a concession contract with the Department.

California State Parks Mission:

The mission of the California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.

DPR 245A



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

MOTION PICTURE ACTIVITY INFORMATION *(Not a Permit)*


FILM TITLE		LOCATION (District/Unit)				
PRODUCTION COMPANY		OFFICE PHONE NO. () ()	FACSIMILE NO. () ()			
COMPANY ADDRESS		CITY/STATE/ZIP CODE				
LOCATION MANAGER		PHONE NO. () ()	CELL PHONE NO. () ()			
TYPE OF FILMING <input type="checkbox"/> Commercial <input type="checkbox"/> Still Photography <input type="checkbox"/> Music Video <input type="checkbox"/> Television <input type="checkbox"/> Reality TV <input type="checkbox"/> Feature <input type="checkbox"/> Student						
FILMING SCHEDULE						
WORK TYPE	DATE(S)	TIME		MONITOR		
		From	To			
Set Construction						
Film Dates						
Set Strike						
LOCATION (Enter letters from items on reverse as appropriate)						
AREA DESCRIPTION: Be specific. Note roads, trail signs or flagvard tower numbers, and list areas in chronological order of the day's film shoot.						
ACTIVITY: Be specific. Include a detailed description of interaction between talent (e.g., a story board or a daily script for the project) and set design (e.g., greens brought in, propane fires, water activity, simulated weapons, stunts, picture vehicles and other props).						
EQUIPMENT: Give detailed camera and lighting package, oversized cranes, cradles, 4x4 vehicles, equipment use and where equipment needs to be placed in regards to the above area descriptions.						
STAGING AREAS						
NO. IN CAST AND CREW		NO. OF PRODUCTION VEHICLES		NO. OF PASSENGER VEHICLES		
VEHICLE SPACE CHARGE ON DAY OF FILMING: Provide cash or check made payable to "Department of Parks and Recreation."		ESTIMATED DEPARTMENT COSTS: Review Page 2, Item V, and enter amount listed for Total Deposit.				
\$ per vehicle/space		\$				
<p>The Permittee, its contractors, agents and employees shall abide by all rules and regulations of the California Department of Parks and Recreation. The Permittee does not have exclusively its to the areas(s) listed above. RESTRICTION OF PUBLIC ACCESS IS PROHIBITED. All film activity must be appropriate for viewing by the visiting public. No closed sets, nudity, pornography, profanity, loud music or other obscene activities will be allowed on State Park Property. Film footage that is recognizable as State Park Property SHALL NOT be later displayed or spliced into a scene that contains inappropriate images including but not limited to nudity, pornography or other obscene activity.</p>						
COMPANY REPRESENTATIVE SIGNATURE		TITLE		DATE		
DISTRICT SUPERINTENDENT OR DESIGNEE SIGNATURE		TITLE		DATE		
FOR DEPARTMENT USE ONLY	TIME CALIFORNIA FILM COMMISSION NOTIFIED	TIME PARK UNIT NOTIFIED	TIME MONITOR NOTIFIED	DAMAGE <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE DAMAGE REPORT FILED	DATE REPAIR COMPLETE

DPR 245A Cont.



SPECIAL PROVISIONS

All rules and regulations apply unless special permission is received by the District Superintendent or by his/her designated representative.

- ☐ A. _____ Rangers/Lifeguard peace officers will be assigned to monitor filming activities. The Permittee will provide a company radio to the Department monitor.
- ☐ B. _____ Gate personnel and/or _____ set guards will be provided by the Permittee and will follow the guidelines set by the Department.
- ☐ C. _____ Fire persons and _____ fire/water trucks will be present at all times during filming activity upon Department lands. Vehicles must be equipped with a minimum of 1,000 gallons of water and 300 feet of 1-1/2 inch hose with nozzle, and the driver must be familiar with pumper operation. Water for fire equipment and water trucks to be provided by the Permittee or obtained from specified metered facilities. Fees for the metered water is to be paid to the appropriate jurisdiction by the Permittee. The California Film Commission may also require a Fire Safety Officer on site due to county or city regulations.
- ☐ D. The Permittee is to furnish their own _____ electricity _____ sanitary facilities. The Permittee may use public phones in the area.
- ☐ E. The Permittee will furnish their own trash receptacles, and remove all trash and debris from Department lands upon completion of each day's filming. Department owned trash containers shall not be utilized by the Permittee.
- ☐ F. All vehicles, equipment and animals will be confined to public access roads or parking lots.
- ☐ G. Shuttle vehicles or mini vans are to be used to transport people from parking areas to the filming location. Vehicles will not exceed _____ MPH while on Department land.
- ☐ H. All special effects are to be approved in advance. Appropriate State or county special effect permits will be checked on site.
- ☐ I. _____ No smoking permitted due to location or weather conditions. _____ Smoking permitted in fire safe areas designated with "smoking signs," and having butt cans containing 2 inches of water in the base and a 10 lb. fire extinguisher on site.
- ☐ J. Arc lights are not to be used in fire risk areas or under "Very High" fire weather condition. Low heat lights (12Ks, HMI's) may be used in the back country/vegetation areas. Cable for lighting will be placed along roadways or trails without causing a public safety tripping hazard. Interior lighting or specialized lighting will require a Fire Safety Advisor.
- ☐ K. No livestock or animals will be permitted to run loose; all animals are to be caged or confined when not working.
- ☐ L. No structures or sets are to be built, no trees or shrubbery are to be cut, trimmed or injured, and no disturbance is to be made of the ground surface.
- ☐ M. Permittee may bring in potted plants provided they are obtained from a licensed California Nursery, they are not in bloom or carrying mature seed, and they are not subject to current quarantine restrictions. Permittee may bring in cut greens obtained from non-quarantined areas of the same county. Permittee must remove all these materials from Department lands. Permittee shall not bring in un-composted organic ground cover. The Department's goal is to protect native ecosystems.
- ☐ N. Filming is to terminate immediately and Department lands are to be vacated immediately when "EXTREME" fire weather conditions arise, with the remainder of the shooting day to be made up at a subsequent date and time.
- ☐ O. The Permittee shall maintain a clean working area and upon completion of work, all locations are to be cleared of equipment, props and trash. Cleanup will be to the Department's satisfaction, with final inspection to be conducted by the District Superintendent or his/her representative.
- ☐ P. Overnight storage of vehicles or equipment is not allowed.
- ☐ Q. On consecutive shoot days, areas of filming will be cleared of all hazards, and equipment returned to the base camp at the end of each day's filming. A certified unarmed set guard will be required for the security of equipment and vehicles for overnight storage.
- ☐ R. Monitor costs may be refundable if the company cancels by noon the prior day. Late cancellations will be charged a 4-hour minimum of monitor costs.
- ☐ S. The Permittee shall repair any and all damage to Department resources, facilities or property caused by the Permittee's activities, and the District Superintendent shall be the sole judge of the extent of such damage and the adequacy of any repair or restoration. Replacement or repair must be completed within 7 working days from the original permit date.
- ☐ T. CREDITS: California State Parks shall be recognized in the credits of appropriate film projects. The credits will read: "Special thanks to California State Parks, [Park Name] _____", and display the Department's logo - .
- ☐ U. PARKING FEES: Parking fees will be calculated by the site ranger and the Permittee will be billed the day after completion of the film project. The Permittee is to send parking fee payment within 7 business days after receipt of billing.
- ☐ V. DEPOSIT: The Permittee has placed a deposit up front for estimated department monitoring costs, park review fee and vehicle mileage as follows:
Estimated Department Monitoring Costs: \$79.00 per hour with a 4-hour minimum. Monitor may claim 1-hour drive time portal to portal.
Park Review Fee: Complex permit, monitor required on site - \$200 per day. Simple permit (still or student), no monitor required - \$65 per day.
This fee is NON-REFUNDABLE and subject to change.
Vehicle Mileage: Reimbursement cost - \$0.51 per mile.

Department Monitor	(_____ hrs. x \$ _____)	= \$ _____
Additional Staff	(_____ hrs. x \$ _____)	= \$ _____
Park Review Fee	(_____ days x \$ _____)	= \$ _____
Vehicle Mileage	(_____ miles x \$0.51 x _____ days)	= \$ _____
Total Deposit		\$ _____

- ☐ W. BILLING: The Department will complete its billing within 10 business days after completion of the film project. The Permittee will be billed for the balance due after deduction of their deposit, or the Department will request a refund through the State Controllers office for any overpayment. For questions concerning your billing, please call (818) 880-0392.



General Information on Local Park Units

As of January 1, 2019 the following information is correct*:

All Parks and properties managed and under the control of California State Parks in the Sierra Gold Sector are subject to permit requirements for any and all photography covered by the aforementioned permits. Photographers coming within one hour of closing time will not be allowed admittance, **no exceptions**.

**The information below is subject to change without notice, for the most current and applicable information please contact the Park or individual.*

Empire Mine State Historic Park

(530) 273-8522

Interior Summer Hours: March 1 through September 31

10am – 5pm, photographers must be in no later than 4:00pm.

Interior Fall Hours: October 1 through February 31

10am – 4pm, photographers must be in no later than 3:00pm.

Day Use Fees:

\$7.00 for adults (16 and older), \$3.00 for Children (6-15), Children under 6 are free

Exterior Park Hours: Sunrise to Sunset

South Yuba River State Park

(530) 432-2546

Park Hours: Sunrise to Sunset

Parking Fees:

Summer (Memorial Day through Labor Day) \$10.00 per vehicle

Fall (Labor Day to Memorial Day) \$5.00 per vehicle

Malakoff Diggins State Historic Park

(530) 265-2740

Park Hours: Sunrise to Sunset

Parking Fees:

Summer (Memorial Day through Labor Day) \$10.00 per vehicle

Fall (Labor Day to Memorial Day) \$5.00 per vehicle